

## **AGENDA**

### **NIH Correspondence Contacts Meeting**

Tuesday, June 15, 2004, 10:00–11:00 a.m.

Building 31C, 6<sup>th</sup> Floor, Conference Room 6

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Update on SERCH (System for Enterprise Records and Correspondence Handling)

New ES policy for assigning EEO and whistleblower documents

Modified ES policy for assigning FOIA requests that are IC specific

New Plain Language training

Procedural reminders:

- Fax all congressional responses to Members' offices
- Avoid sending responses (particularly Direct Reply close-outs) to ES by multiple channels
- Respond carefully (but we must respond) to White House-referred documents that are already very old when they reach NIH
- Send a single, consolidated clearance from your IC or Office
- Always REPLACE wordprocessing files as you revise documents (or rename them in a way that can't be confused), to avoid any chance of reverting to something other than the most recent version when making new changes
- Check eFlow queues periodically, even if you haven't received e-mail notification of a new document arriving

Kudos